

# Managing Your Faculty/Staff Profile

## IV. Working with Web Pages

The easiest way to add/edit your web page is to navigate to your profile page and click the 'Page Updated XX/XX/20XX' link at the bottom right corner of the page. If you are already logged into your profile, you can click on the link at the top of the page called "My Website" to take you to your pages.

The screenshot shows the Los Angeles Mission College Faculty/Staff Portal. At the top left is the college logo and name. At the top right, it says "Logged in as: minassn . Logout". Below this is a navigation bar with "College Home" and "Faculty/Staff Portal". A secondary navigation bar contains "My Profile", "My Website", "My File Manager", "My Bio", "Roles", and "Faculty Resources". The main content area is titled "View/Edit Nick's Website" and is divided into two columns: "Pages" and "Contents".

**Pages**

**Main Pages**

Welcome

**Inner Pages**

No Inner Pages.

**Contents**

- To add a new page, type in a page name such as 'Resources' in the text box to the left and click the Add button. The page name will be automatically displayed in a menu on your profile page.


- To edit an existing page, click on the edit button furthest to the right for the page you want to edit. Once you finished editing the page, make sure to save the page by clicking the Update button on the editor.

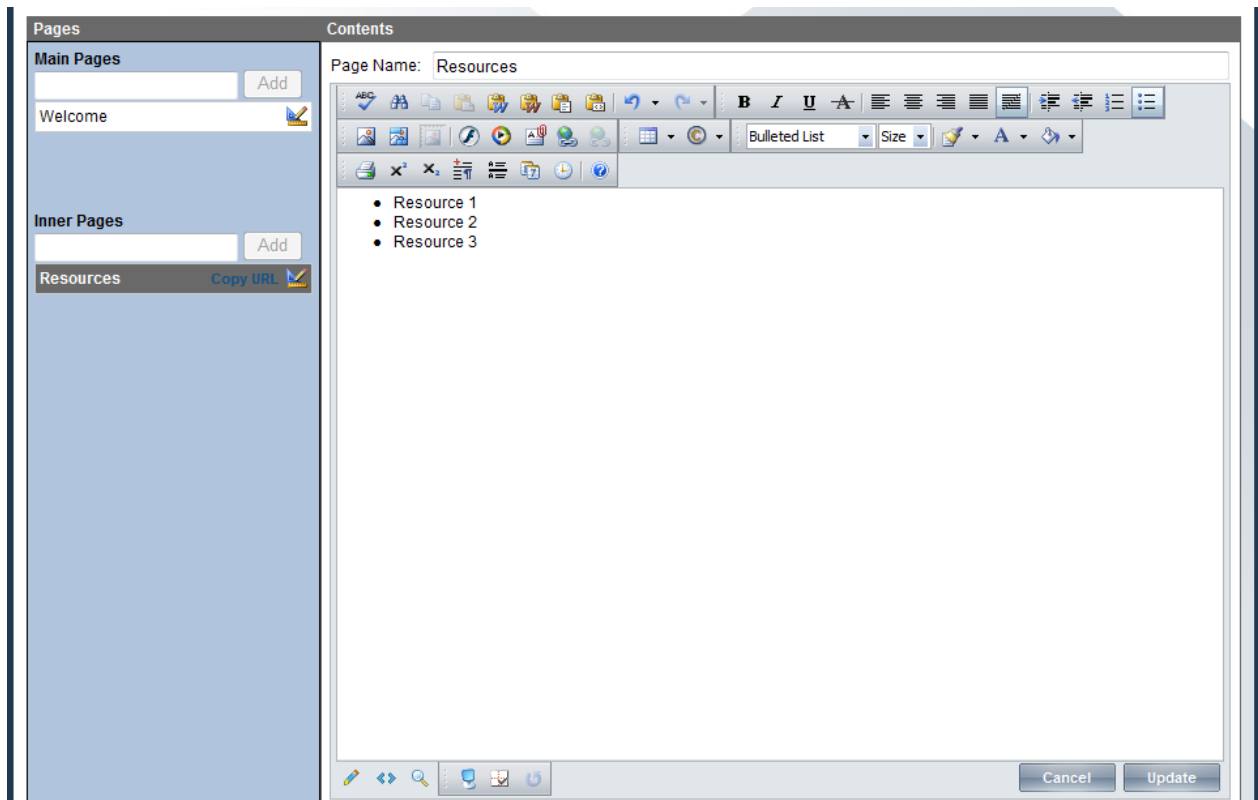
*Note: avoid entering information here such as office hours, phone, email or anything that is already on the profile page. Keep your contact information up to date on your profile page. Also avoid posting syllabi on pages, instead upload them using the Course Management sub menu item under Faculty Resources menu.*

Here you will see all your web pages that exist separated into two categories, Main Pages and inner Pages. The one difference between the two is that Main Pages will automatically show up in a navigation menu on your profile page while Inner Pages do not. The only way to bring up Inner Pages on your profile is to directly link to them (demo below).


### Demo: Working with Main Pages and Inner Pages


In this simple demo, we are going to create a new Inner Page and link to it from the main Welcome page.

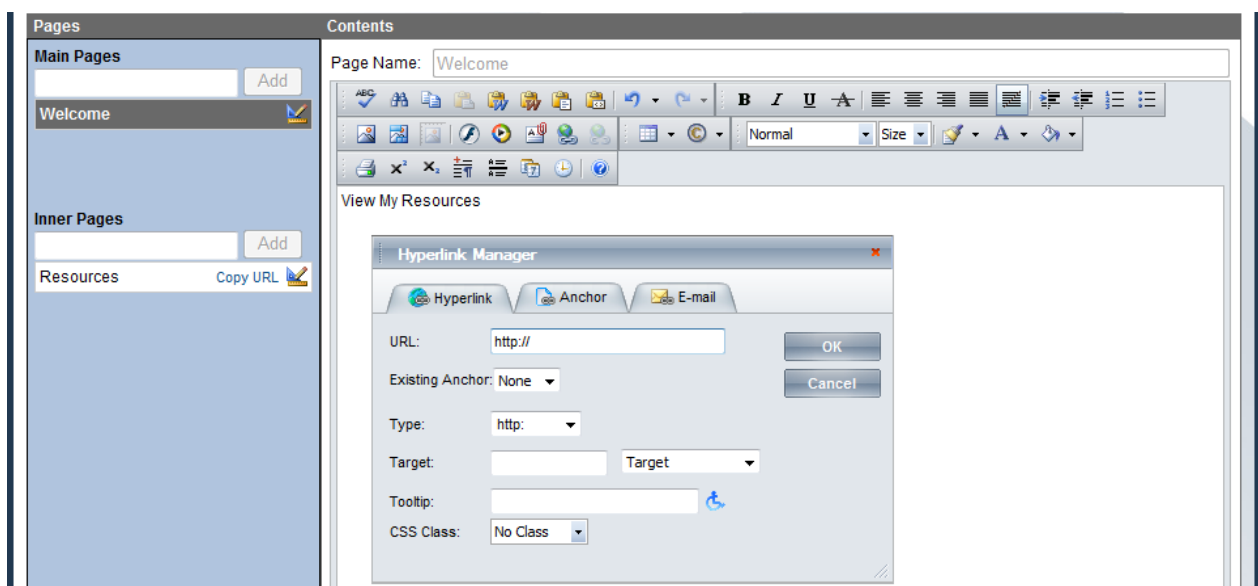
**1)** We are going to start by creating a new Inner Page called 'Resources'. We type the name in the text box below Inner Pages and click **Add**. After the page has been added, we click on the edit page icon  next to the page name to bring up the page editor.



We will make a simple bulleted list and finish by clicking the Update button on the editor to save your work.

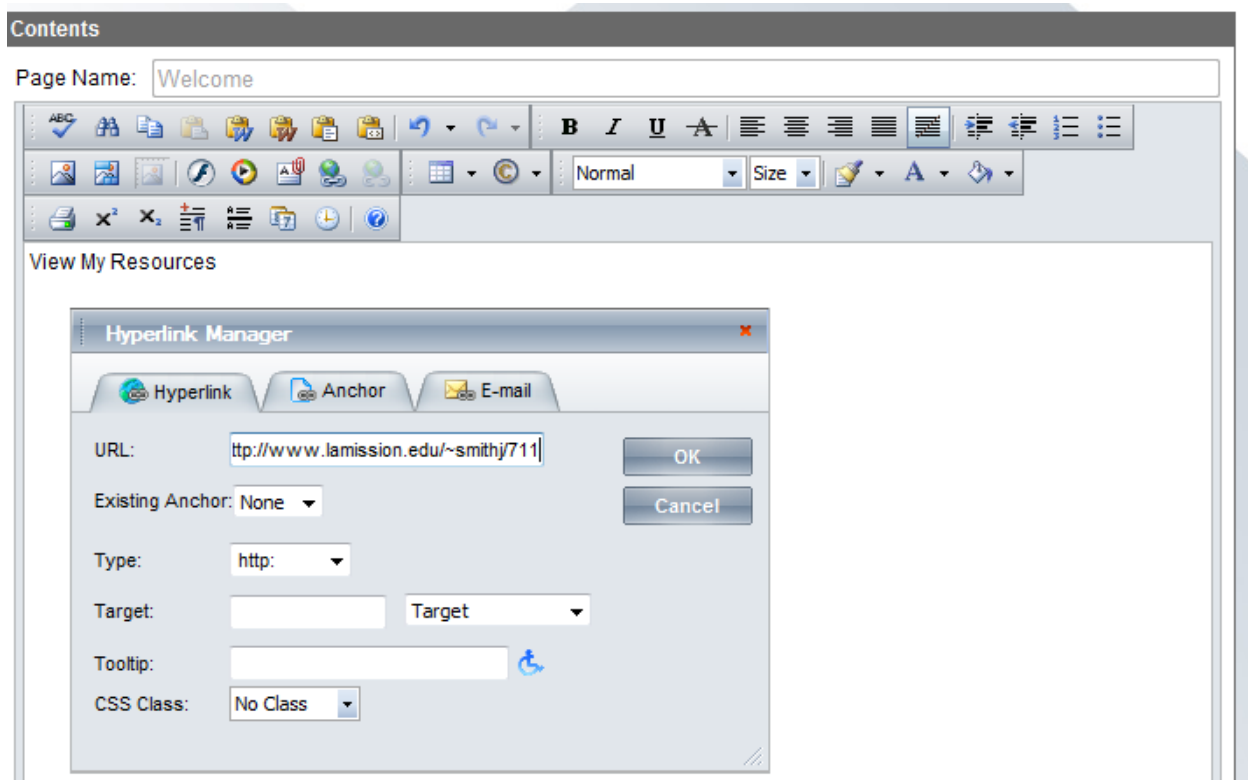
2) Next we will edit the page that will link to this new 'Resources' Inner Page, In this example we will choose to edit the Welcome page by clicking on the  edit icon next to Welcome under Main Pages.

We will type some text that will represent the link, **highlight** the text and then click on the  link button to bring up the Hyperlink Manager window.



Now we need the unique address to our Resources page to insert into the URL: field so we get this by clicking on the **Copy URL** link next to the Resources page name. This will copy the URL into your clipboard ready to be pasted.



Now we will bring focus to the URL field in the Hyperlink Manager, Clear out all existing text, then finally Control + V (or right click in the text box and choose Paste) to paste the URL into the field. It will look something like this:

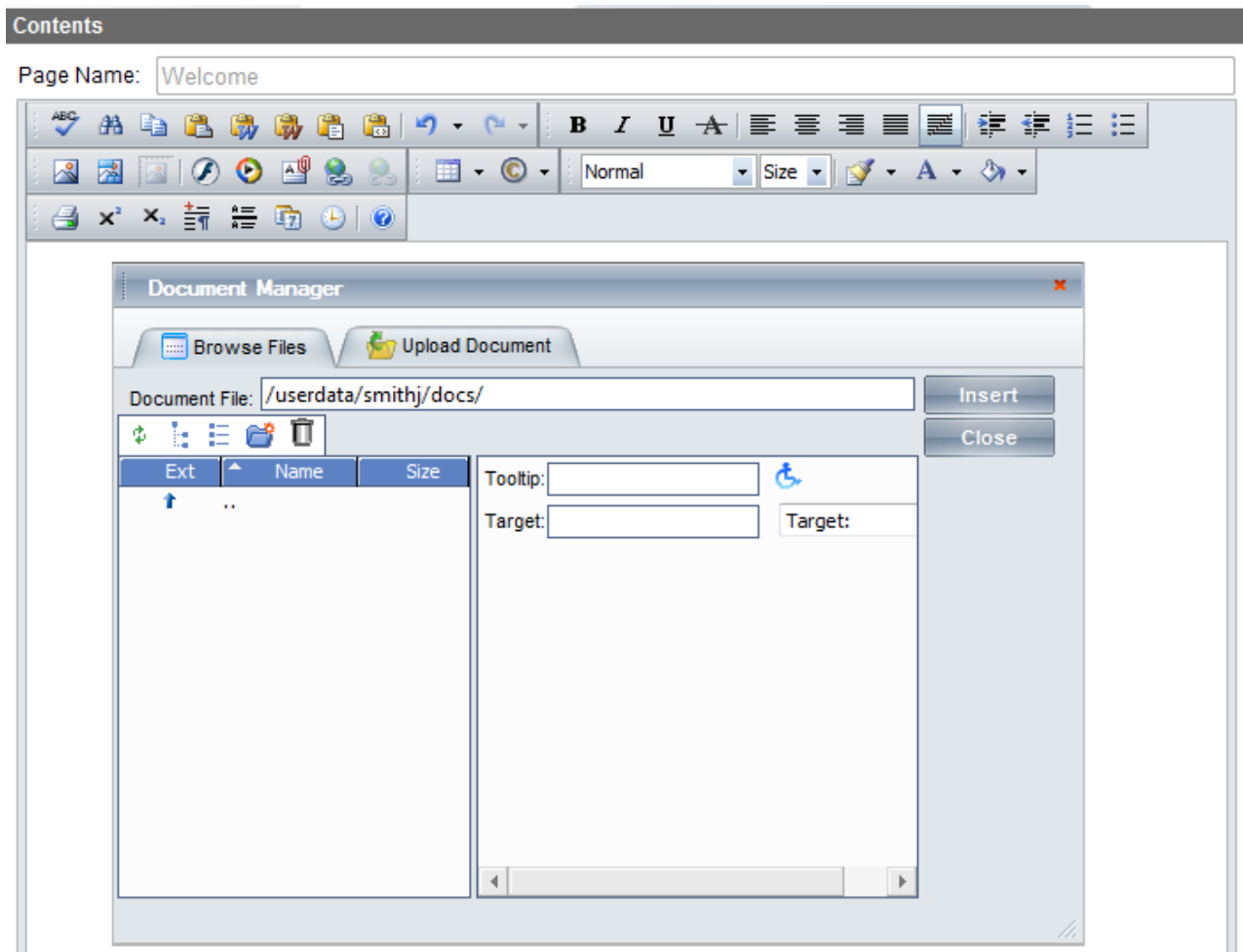


We conclude by clicking **OK** to close the Hyperlink Manager window and finally **Update** on the page editor to save the changes. You have successfully created a new Inner Page and linked to this page from the Welcome page. You can view the results by navigating to your profile page <http://www.lamission.edu/~userid>.

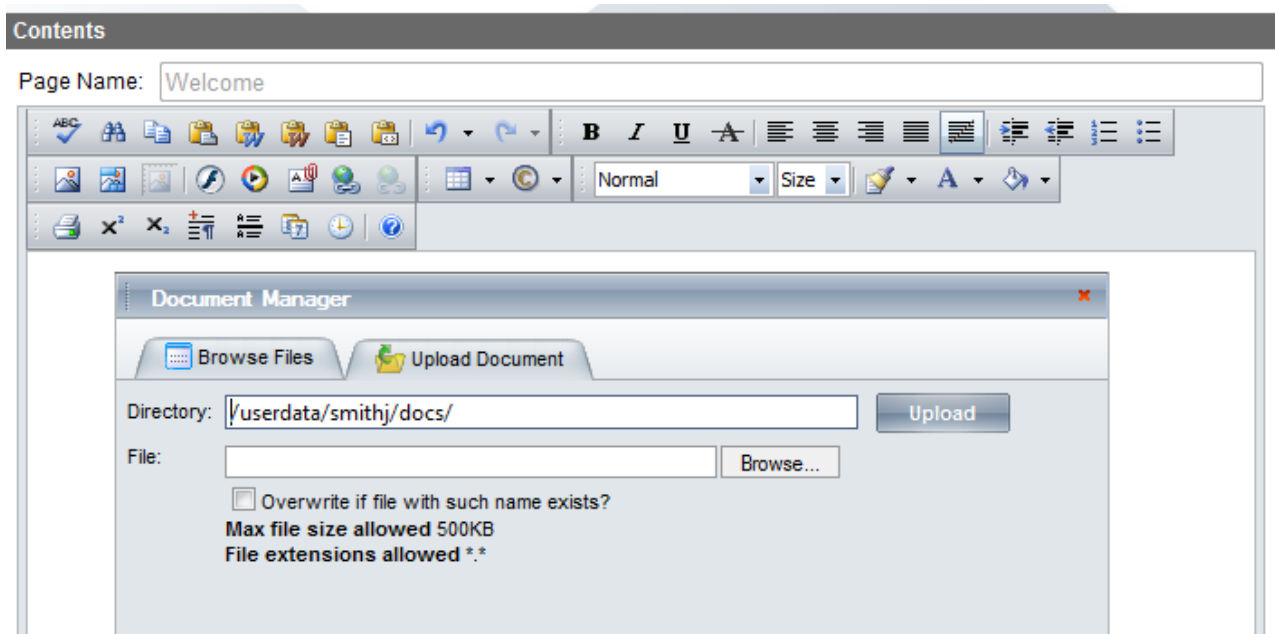
### **Demo: Posting Documents for Download**

In this demo, we are going to upload a Microsoft Word document and link to it from the Welcome page. This demo should work for posting any type of document you want available for download.

**1)** We are going to begin by editing the page we want the document download to reside on. In this example we will choose the Welcome page by clicking on the  edit button next to it to bring up the page editor. Next we will bring up the Document Manager by clicking on the  icon.

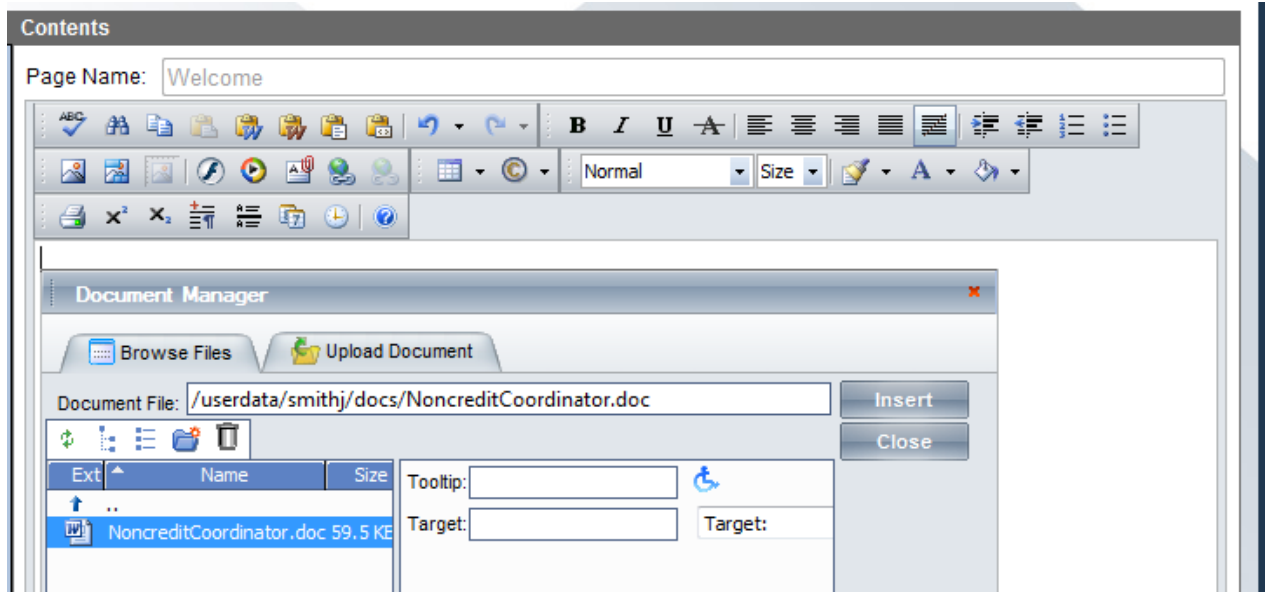


2) Next we click on the Upload Document tab that will allow us to upload our Word document.



Click browse and choose the Word file you would like to upload. Finish by clicking the Upload button.

3) After the file has been uploaded, you will be directed back to the Browse Files window with the recently uploaded file highlighted. Click the **Insert** button to insert the link to the newly uploaded document.



Finish by clicking **Update** on the editor to save your changes. You have successfully uploaded a document and inserted a link to the document on the Welcome page. You can view the results by navigating to your profile page <http://www.lamission.edu/~userid>.

4) If you are finished with the portal, click the logout button at the top of the page.